

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 2/4/2014**

**BOARD MEMBERS PRESENT:** Zendi Fae-Hansen Meharry - Chair  
Keith Holloway  
Joshua R Thompson  
Cathy Hart

**BOARD MEMBERS ABSENT:** Jonathan Paine

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, Legal Counsel  
Marilyn London, Technical Records Specialist

**OTHERS PRESENT:** Kris Ellis, IHCA/ICAL

The meeting was called to order at 9:05 AM MST by Zendi Fae-Hansen Meharry.

**APPROVAL OF MINUTES**

Mr. Thompson made a motion to approve the minutes of the November 14, 2013 and January 9, 2014 Board meetings. It was seconded by Ms. Hart Motion carried.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of \$18,169.60 as of January 31, 2014. The Board discussed that a fee increase may be needed in the future.

**INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

**FOR BOARD DETERMINATION**

Ms. Hart made a motion to approve the Bureau's recommendation and authorize closure in case I-NHA-2014-4. It was seconded by Mr. Thompson. Motion carried.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number NHA-2014-3. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a Stipulation and Consent Order in case NHA-2014-1. Mr. Thompson made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Hart. Motion carried.

Mr. Nelson presented a Findings of Fact, Conclusions of Law and Final Order in case NHA-2013-4. Ms. Hart made a motion to approve the Final Order after updating page 3 to read "nursing home administrator" and to allow the Board Chair to sign on behalf of the Board. It was seconded by Mr. Thompson. Motion carried.

Mr. Nelson presented a Stipulation and Consent Order in case NHA-2014-2. Ms. Hart made a motion to approve the Consent Order and to allow the Board Chair to sign on behalf of the Board. It was seconded by Mr. Holloway. Motion carried. Mr. Thompson recused himself from discussion and voting.

## **LEGISLATIVE REPORT**

Ms. Cory asked Ms. Ellis if she would like to update the Board on the proposed cosmetology legislation and the possibility it could affect the nursing home administrator profession. The Bureau will follow the legislation and give updates if needed.

## **OLD BUSINESS**

The Board reviewed the To Do List.

## **NEW BUSINESS**

### **NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS**

Ms. Hart moved that the Board approve Mr. Thompson to attend the June 2014 NAB meeting in Louisville, Kentucky. Mr. Thompson seconded the motion. Motion carried.

## **EXECUTIVE SESSION**

Mr. Thompson made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Hart. The vote was: Mr. Holloway, aye; Ms. Hart, aye; Mr. Thompson, aye; and Ms. Meharry, aye. Motion carried.

Mr. Thompson made a motion to come out of executive session. It was seconded by Ms. Hart. The vote was: Mr. Holloway, aye; Ms. Hart, aye; Mr. Thompson, aye; and Ms. Meharry, aye. Motion carried.

### **CONTINUING EDUCATION COURSES**

Mr. Thompson moved that the Board approve the continuing education course, "Preventing UTI and Using Lean for QAPI." It was seconded by Ms. Hart. Motion carried.

### **APPLICATIONS**

Mr. Thompson made a motion to approve Trevor Cardon, Cody Langbehn, and Daniel Mata for licensure by endorsement. It was seconded by Ms. Hart. Motion carried.

Ms. Hart moved to approve the quarterly reports for applicant 901124090 in the administrator-in-training program upon verification of the new preceptor completing the preceptor form. It was seconded by Mr. Thompson. Motion carried.

Mr. Thompson moved to approve the administrator-in-training applications for Jeffrey Corriher, Darin Dransfield, and Jon Smith. It was seconded by Ms. Hart. Motion carried.

Mr. Holloway moved to approve the administrator-in-training applicant 901131256 pending receipt of the application fees. It was seconded by Mr. Thompson. Motion carried.

Ms. Hart moved to approve administrator-in-training applicant 901130438 pending proof of working fulltime in an Idaho licensed nursing home. It was seconded by Mr. Holloway. Motion carried.

Ms. Hart moved to approve administrator-in-training application for Chase Gunderson with the starting date of October 14, 2013. It was seconded by Mr. Thompson. Motion carried.

**NEXT MEETING** was scheduled for May 8, 2014 at 9:00 AM MDT.  
**ADJOURNMENT**

Mr. Holloway made a motion to adjourn the meeting at 10:50 AM. It was seconded by Mr. Thompson. Motion carried.

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Zendi Fae-Hansen Meharry, Chair

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Keith Holloway

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Joshua R Thompson

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Cathy Hart

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Jonathan Paine

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Tana Cory, Bureau Chief